

## **Medication Administration Training Module Updates New Curriculum and CDS Approval**

Several new updates regarding the Medication Administration Training Module will come into effect in the new fiscal year as detailed below. The Division is committed to safe and effective medication administration practices and requires training in this subject area as part of the pre-service training requirements. Agencies should strive to streamline medication administration records (med logs or MARS) for ease of use by direct care staff and to track medication errors as part of a quality management program that seeks to reduce medication errors in the agency. The Division, with the support of provider input on the Medication Module Workgroup, will issue several new updates and requirements over the next few months to ensure the continued quality training and best practices in safe medication administration. These updates include an updated online training module, an updated on-site competency assessment that will be required across the system, an updated classroom curriculum, and a phase-in requirement for annual on-site competency assessments to ensure staff “test out” on the skills needed to safely administer medications each year. The timeframes and details on implementation are noted below.

### **Online Training**

**Effective July 1, 2014, agencies will have the option to either send staff to the classroom Medication Administration training or to complete this content online via use of the College of Direct Support (CDS) program.** This is a new policy as previously only classroom training was allowed. Completion of the Medication Module on CDS prior to July 1, 2014 will not be accepted for pre-service requirements. The CDS training module has been updated with NJ specific content and annotations to ensure staff are familiar with NJ policies and regulations as noted in the classroom training. In addition, **use of CDS for Medication Administration background content requires immediate implementation of an on-site competency assessment.** New/revised forms for this process are now available and additional support for use of CDS to meet pre-service training requirements will be issued shortly.

### **Classroom Training**

The Medication Administration classroom training has also been revised and updated and will require a phase-in of both the new classroom curriculum as well as the use of the on-site competency assessment. The timeframes for implementation are noted below. **Implementation of the new classroom training will also allow for increasing the class size from a cap of 10 participants to a max of 20 participants.** Division-approved Trainers will be directly notified of the availability of the updated course content, testing materials, and forms to access.

### **On-Site Competency Assessment**

Regardless of training modality (classroom or online format), training alone does not build the required skills for staff to safely administer medications in the required settings. Organizational follow-up is important to both reinforce learning and to make the connection from training to the way this information is used on the job. Thus, an on-site competency assessment will be required across the system for all agency staff who are required to administer medications. This assessment will have three (3) components and will be **required within 30 days of the successful classroom or online training completion.**

1. On-site review and testing of agency specific policies/procedures
2. “Mock” (practice) medication administration observation
3. Observation and evaluation of three (3) medication administrations (med passes)

### ***Requirements for Evaluation of Competency***

- The person conducting the evaluation of the staff's competency in administering medications safely must hold a supervisory, administrative, or training role within the agency. In some cases, this may be an agency nurse, but cannot be assigned to a co-worker or another direct support professional (DSP). The Division strongly recommends the use of a supervisor for competency assessment and performance evaluation purposes.
- The person conducting the evaluation must have successfully completed the training for which they are conducting the evaluation (classroom or online).
- The Division required forms issued for this purpose must be utilized and maintained in the staff's HR/Training file at the agency and available for licensing review
- If determined through the competency assessment that the staff did not understand the content or could not successfully demonstrate safe medication administration, the agency must determine a method for remediation
- Staff are not approved to begin administering medications independently until he/she successfully passes the on-site competency assessment according to the phase-in implementation below

### **2014-2015 Implementation Timeframes**

#### **JULY 1, 2014:**

**Use of revised Medication Administration Training Module on CDS approved to meet pre-service training requirement if followed by on-site competency assessment.** Both components are required in order for staff to independently administer medications

No change to classroom training

#### **October 1, 2014:**

**On-site Competency Assessment is required following completion of classroom training before staff can independently administer medications**

**New classroom curriculum is required**

#### **JUNE 30, 2015:**

**All existing staff in the agency who administer medications must have completed an On-site Competency Assessment**